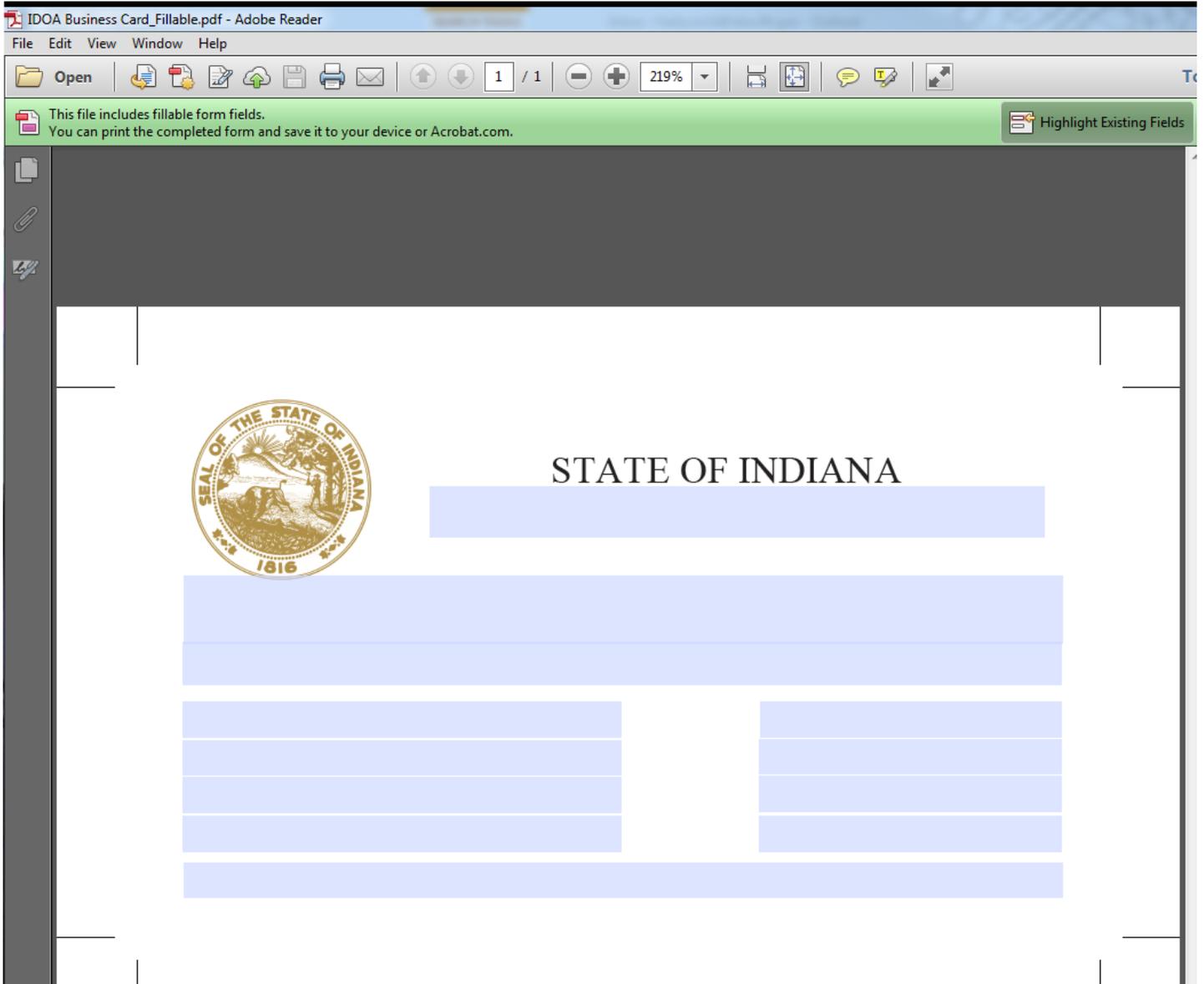


How to Order Business Cards Using the State Template.

Step 1- Open the Fillable PDF



Step 2– Insert Information into the Fillable PDF

Example provided on the webpage and below



STATE OF INDIANA

Department |

Name

Job Title

Address Line 1

Address Line 2

Address Line 3

City, State Zipcode

Phone: XXX-XXX-XXXX

Cellphone: XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Email

Website

Example:



STATE OF INDIANA
Department of Administration

John Smith

Assistant

Indiana Government Center South

402 West Washington Street

Room 123

Indianapolis, IN 46204

Phone: 317-123-4567

Cellphone: 317-891-0111

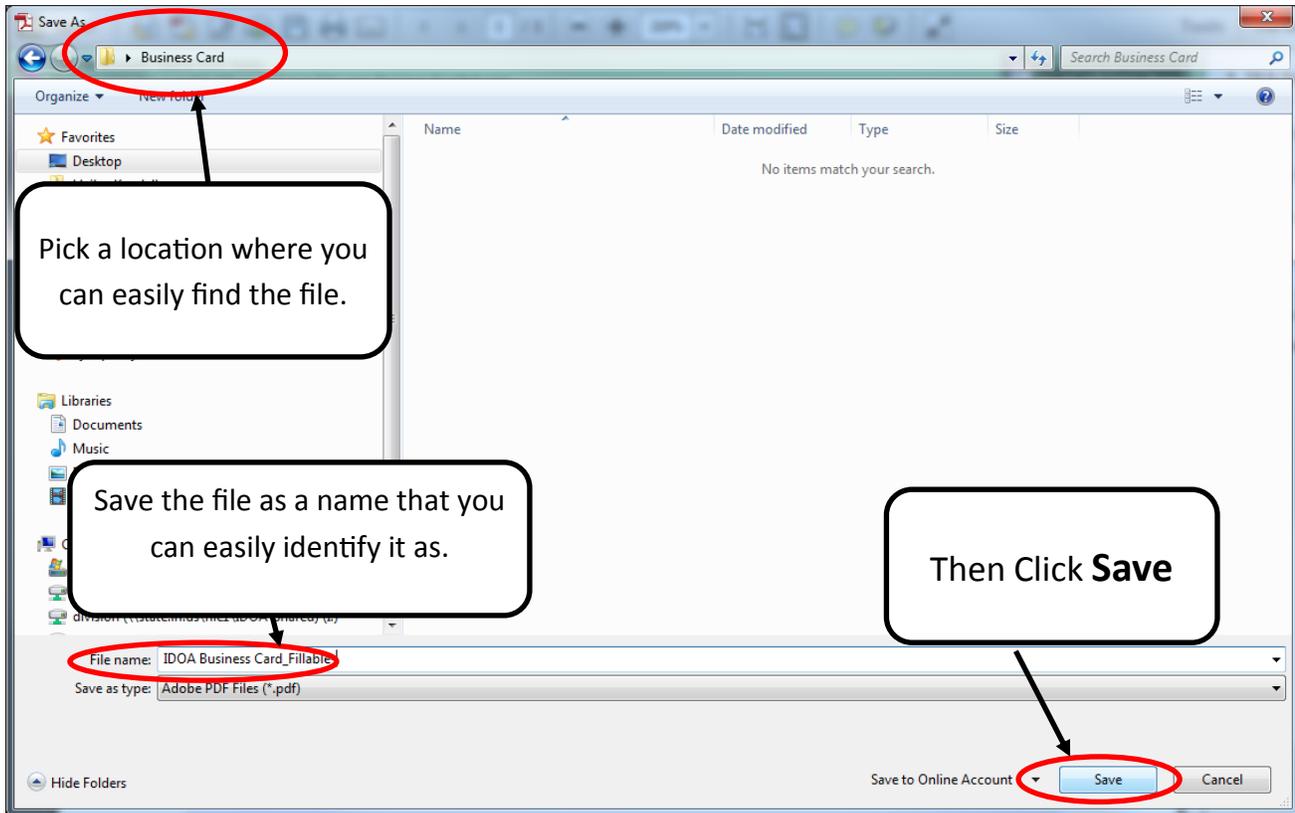
Fax: 317-213-1415

Jsmith@idoa.in.gov

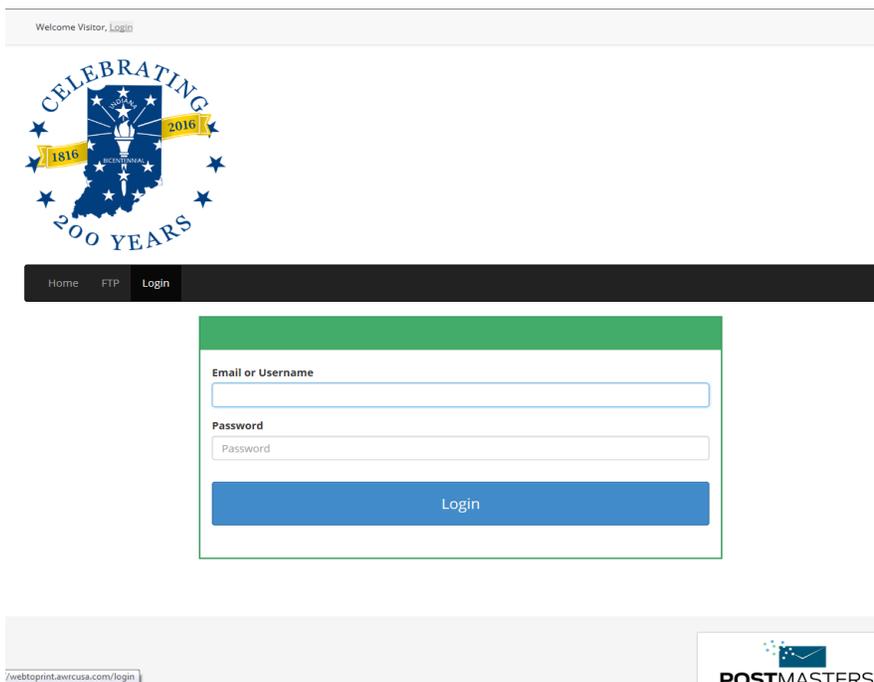
www.in.gov/idoa

Step 3– Save your filled out form

Note: Double check your information. This is what they will print so make sure there are no typographical errors.



Step 4– Login to the storefront



Step 5 – Scroll down to the business card section and select “View Items”

The screenshot shows the Indiana Department of Administration website. At the top, there is a navigation bar with links for Home, FTP, Order History, Logout, and Shopping Cart. Below this is a large banner for Direct Mail Marketing with a green button labeled "Learn More!". Underneath the banner, there are three categories: Brochures, Business Cards, and Copy Center, each with a "View Items" button. A red circle highlights the "View Items" button for Business Cards, and a black arrow points to a larger callout box. This callout box, titled "Business Cards", shows a sample business card for the State of Indiana Department of Administration. The card includes contact information such as the address (402 W. Washington Street, Room W123, Indianapolis, IN 46204), phone number (317-111-1111), fax number (317-223-2222), email address (emailaddress@doa.in.gov), and cell number (317-333-3333). A red circle highlights the "View Items" button on this callout box.

Step 6 – Order the Cards

Business Card

3 How Many?

4 Type of Paper?

5 Colors & Sides (110#)?

Total \$60.00

File Upload

At least one upload is required

Upload Print Ready Business Card Artwork

Additional Instructions

10



Please select your Business Unit Number and Department Number.

Business unit number (required)

Please make a selection

Department number (required)

Please make a selection

If you don't know your **Business Unit** or your **Department Number** ask your agency's Finance Department.

Do **NOT** guess.

Do **NOT** ask the vendor.

6

9

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1 Select the appropriate Business Unit

2 Select the appropriate Department Number

3 Select the number of cards you want to order

4 Select the type of paper you would like to use. *(The vendor can provide samples upon request.)*

5 Select the number of sides. This template only calls for one.

6 Click the browse button.

7 Select the business card file.

8 Click the Open button.

9 Insert any additional instructions to the vendor

10 When done click Add to Cart.

